



**Department of State – Embassy of the United States, Nur-Sultan, Kazakhstan
Notice of Funding Opportunity – Annual Program Statement**

Program Office:	Public Affairs Sections: U.S. Embassy, Nur-Sultan and U.S. Consulate General Almaty
Funding Opportunity Title:	Annual Program Statement for Cultural Affairs
Announcement Type:	Grant or Cooperative Agreement
Funding Opportunity Number:	DOS-KAZ-NS-PAS-20-002
Deadlines for Applications:	Rolling Deadline. The deadlines: The first is April 15, 2020; The second is June 15, 2020; The third is July 31, 2020.
	<i>Applications submitted early have a greater likelihood of consideration while funding is available.</i>
The Selection Committee:	The Selection Committee anticipates meeting in May, June, July and August.
CFDA:	19.040 – Public Diplomacy Programs

CONTACT INFORMATION

- A) For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.
- B) For assistance with the requirements of this solicitation, contact: KZ-PAS-Proposals@state.gov, Grants Coordinator: telephone number Nur-Sultan (+7-717-270-2217) and Almaty (+7-727-250-4870).

TABLE OF CONTENTS

A. PROGRAM DESCRIPTION	2
B. GRANT PRIORITY AREAS	3
C. FEDERAL AWARD INFORMATION	6
D. ELIGIBILITY INFORMATION	6
E. APPLICATION AND SUBMISSION INFORMATION	6
F. REVIEW AND SELECTION PROCESS	9
G. FEDERAL AWARD ADMINISTRATION INFORMATION	10
H. FEDERAL AWARDED AGENCY CONTACTS	11
I. OTHER INFORMATION	11

A. PROGRAM DESCRIPTION

The U.S. Embassy Nur-Sultan and U.S. Consulate General Almaty Public Affairs Sections (PAS) of the U.S. Department of State are pleased to announce funding is available through the Embassy's Public Diplomacy Grants program. Applications may be submitted at any time for consideration on **a rolling deadline**. Awards will be made on a rolling basis, pending the availability of funds.

Background: The Public Affairs Sections (PAS) at the U.S. Embassy Nur-Sultan and U.S. Consulate General Almaty are soliciting proposals for grants from not-for-profit, non-governmental organizations, think tanks, and academic institutions that focus on one of the priority areas specified below. Applicants should pay close attention to these priorities, the Public Affairs Sections' goals, and target audiences when developing their proposals. Due to the volume of applicants and inquiries, PAS does not accept letters of intent, concept papers, or requests for meetings prior to application.

This program will be funded under the appropriate Public Diplomacy authorization. All programming is subject to the statutory limitations of the funding determined.

PAS Nur-Sultan and Almaty invite proposals for projects that focus on one of the priority areas specified below. Public diplomacy programming includes communications with international audiences, cultural programming, media strengthening, educational exchanges, university partnerships, civil society engagement, and education including English language instruction, and STEM (science, technology, engineering, and math).

More information about the Public Affairs Section can be found at: <https://kz.usembassy.gov/>.

Purpose of PD Grants Program:

PAS invites proposals for projects that **strengthen ties and highlight shared values between the United States and Kazakhstan** through concrete demonstrations of cooperation between our two peoples. All programs **must convey an element of American history, culture, or shared values**. Competitive proposals should also include a connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. policy and perspectives and/or increased cooperation between the people of the United States and Kazakhstan even after the program has concluded.

B. GRANT PRIORITY AREAS:

1. **English Language:** In line with Kazakhstan's tri-lingualism policy, establishing English as one of three official languages of instruction, the U.S. Embassy is working to strengthen English teaching throughout Kazakhstan. PAS is seeking to support the Kazakhstan government's work

by partnering with organizations who can provide opportunities for teachers to learn improved classroom techniques and methodologies.

- a. **Goal:** Increase Kazakhstani students' English language skills through targeted improvements to the training of English and STEM teachers.
 - i. **Ideal partners include but are not limited to:** Individual teachers, universities, private non-profit institutions and NGOs
 - ii. **Key Beneficiaries:** Kazakhstani teachers of English or STEM, with preference given to teacher trainers or pedagogical instructors - those with greatest reach in their communities
 - iii. **Examples:** Programs may include trainings, seminars, workshops, conferences, etc.
2. **Media Development:** Kazakhstan has a growing and diversifying media market and a demand for objective, professional journalism. The United States supports a sovereign and independent Kazakhstan, which includes support for a more professional, independent press. With press freedom enshrined in the U.S. Constitution and a long history of innovations in the media, the U.S. seeks to support the Government of Kazakhstan's goal of professionalizing its press corps and helping inoculate its citizens against disinformation.
 - a. **Goal:** Expand the knowledge and skills of journalists and editors with innovative tools, approaches, and media trends to help deliver higher quality and objective media content, creating a better informed Kazakhstani public, which is essential to a functioning democracy.
 - i. **Ideal partners include but are not limited to:** Kazakhstani NGOs working on media literacy and freedom of information, independent media outlets, journalism departments, think tanks
 - ii. **Key Beneficiaries:** Journalists, especially, but not limited to, Kazakh-language journalists, bloggers and new media content creators, editors, professors and students of journalism, and subject-matter experts who engage with the media on key topics
 - iii. **Examples:** Programs may include trainings with experts, creative hackathon-like gatherings, investigative journalism projects, etc.
3. **Cultural and Educational Projects:** The United States and Kazakhstan have rich cultural traditions as shown in the visual arts, literature and storytelling, theatre and performing arts, film, music and dance. Arts activities are a great way to engage the public, especially youth, to bridge cultures, deepen cultural ties and understanding, and discuss topics of importance. The U.S. Embassy is interested in supporting arts and culture projects that strengthen cultural ties between the U.S. and Kazakhstan.
 - a. **Goal:** Deepen mutual understanding between the United States and Kazakhstan through cultural, educational, and/or sports programs
 - i. **Year of Volunteerism:** In light of the Government of Kazakhstan's dedication of 2020 as a year of volunteerism, programs that share U.S. values of volunteerism will be looked upon favorably when appropriate
 - ii. **Ideal Partners include but are not limited to:** individuals, non-profit organizations, and/ or educational or arts institutions
 - iii. **Key Beneficiaries:** University staff, educators, students, artists/artisans, athletes, rural communities, underserved communities, at-risk groups, and the general public
 - iv. **Examples:** All awards must support the goal of mutual understanding by including a U.S. component. Programs may include debate/theatre/film

making/storytelling clubs, mobile cultural projects, dance or sports performances or competitions, STEAM camps, etc.

- 4. Trafficking-in-Persons (TIP):** Human trafficking is a crime that threatens human dignity and security around the globe. Kazakhstan faces a variety of challenges in addressing human trafficking as a country of origin, a transit country, and a destination country. A top priority of the U.S. Embassy in Kazakhstan is to support the Government of Kazakhstan in combatting trafficking in persons by working with local partners. PAS is looking to support current and/or future anti-trafficking initiatives, including to spread awareness on a variety of recent Government of Kazakhstan initiatives, including a new anti-trafficking plan and a victim compensation fund.
- a. Goals:** Projects may address one or more of the following goals:
 - Goal 1:** Increase efforts to identify and assist trafficking victims, particularly foreign and forced labor victims
 - Goal 2:** Increase support for investigating TIP crimes
 - Goal 3:** Increase support for changes to legislation and policies that support foreign and domestic victims of TIP
 - i. Ideal Partners include but are not limited to:** Human rights organizations, shelters, civil society organizations, and subject matter experts
 - ii. Key Beneficiaries:** Kazakhstani victims of trafficking, foreign and forced labor victims, at-risk groups, and the general public
 - iii. Examples:** Programs that facilitate cooperation between law enforcement and organizations that support TIP victims; increase victims' awareness of their rights; focus on improving public awareness of Government of Kazakhstan's anti-trafficking initiatives; conduct advocacy for victims of trafficking; provide training to help identify potential victims of trafficking
- 5. Civil Society:** The U.S. Government believes that a strong democracy supports key values, such as respect for civil and human rights, inclusion, empowerment of underserved communities, including women, respect for the rule of law, social justice, and the promotion of grassroots problem solving, from volunteerism to entrepreneurship. Through this award, the Public Affairs Section at U.S. Mission Kazakhstan aims to partner with individuals and organizations who will work with U.S. organizations or will use U.S. models that advance these issues of importance to local communities.
- a. Goal:** Promote projects that enhance respect for democratic values and fundamental freedoms.
 - i. Ideal Partners include but are not limited to:** Civil Society organizations, NGOs, organizations that support the entrepreneurship ecosystem (incubators, mentorship programs, etc.)
 - ii. Key Beneficiaries:** Under-served communities, entrepreneurs, human rights activists, etc.
 - iii. Examples:** Programs may include trainings, mentorship programs, public awareness, campaigns, skills training programs, etc.
- 6. Air Quality:** Kazakhstan faces growing air quality issues, particularly in its major cities of Almaty and Nur-Sultan. There is a lack of public understanding of the economic costs of air pollution and the public health benefit to improving air quality. The United States has been a leader in the adoption of green technology, public policy, and public health campaigns to address air quality in major U.S. cities. The Public Affairs Sections aim to share lessons the

United States has learned while addressing this issue and support Kazakhstanis in advocating for solutions in Kazakhstan.

a. **Goals:** Projects may support one or more of the following goals:

Goal 1: Increase public understanding of the economic and public health benefits of improving air quality

Goal 2: Increase public understanding of air quality data so people can make more informed decisions about their health

Goal 3: Support civil society and experts in advocating for public policy changes to improve air quality

i. **Ideal partners include but are not limited to:** Universities, media outlets, civil society organizations, NGOs

ii. **Key Beneficiaries:** People in major cities and other cities experiencing air quality issues

iii. **Examples:**

1. Emissions inventories, including using existing modeling techniques to conduct, publish, and implement outreach campaigns educating the public about actual sources of significant pollution, versus presumed sources
2. Outreach campaigns, highlighting the actual economic costs and benefits of improving air quality, focusing on economic and morbidity data
3. Speaker and exchange programs sharing the U.S. experience in improving air quality and U.S. green technology
4. Public health campaigns educating people on precautions to take when air quality is unhealthy
5. Training on grassroots organizing and advocacy

In addition to the specific requirements listed above by program area, all proposals must:

1. Clearly indicate the primary activity area for consideration;
2. Focus on the key public diplomacy audiences and specified goals;
3. Establish interactions or linkages with U.S. counterparts for greater sustainability after the grant ends (if possible);
4. Clearly delineate how elements of their program will have a multiplier effect and be sustainable beyond the life of the grant;
5. Provide a traditional and/or social media plan for marketing program activities and outcome, if applicable;
6. Identify the cities/districts in which activities will take place;
7. Identify specific outcomes to be achieved by the end of the grant period;
8. Identify any tools (surveys, beneficiary interviews, focus groups, etc.) that will be developed for Monitoring and Evaluation purposes.

Preference will be given to projects that:

1. Engage underserved geographic regions and communities in Kazakhstan, as well as non-elite schools (if possible);
2. Result in joint deliverables or performances between U.S. and Kazakhstani participants and/or solve problems of mutual interest.
3. Yield concrete results.

Applicants must also demonstrate competency to manage all financial aspects of the project, including participant costs and transparent arrangements of sub-grant relationships with partner organizations, if applicable.

C. FEDERAL AWARD INFORMATION

Funding Instrument Type: Cooperative Agreement or Grant

Anticipated period of performance: 9-12 months

Number of awards anticipated: 20

Floor of Individual Award Amounts: \$5,000

Ceiling of Individual Award Amounts: \$50,000

The U.S. Embassy Nur-Sultan and U.S. Consulate Almaty Public Affairs Sections reserve the right to award less or more than the funds described in the absence of worthy applications or under such other circumstances as it may deem to be in the best interest of the U.S. Government.

Project and Budget Periods: The Public Affairs Section will entertain applications for continuation grants funded under these awards, beyond the initial budget period, on a noncompetitive basis, subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State. Successful programs that are easily scaled up, replicated or extended for greater impact will be favorably considered for grant continuations or amendments.

D. ELIGIBILITY INFORMATION

The U.S. Embassy Nur-Sultan and U.S. Consulate Almaty Public Affairs Sections encourage applications from **U.S. and Kazakhstan** registered not-for-profit, civil society/non-governmental organizations, educational institutions, and individuals with at least **one year** of programming experience desired. This experience should be documented in the organization's proposal. A copy of the organization's registration should be provided with the proposal application. **U.S.-based organizations should submit a copy of their IRS determination letter. Kazakhstan-based organizations should submit a copy of their certificate of registration from the appropriate government organization.**

An award to an individual is defined as a Federal award to a specific person to carry out activities as outlined in a Federal award. The recipient of an award to an individual is a single person, not an organization or a group of individuals.

Cost Sharing or Matching

Inclusion of cost share is not a requirement of this opportunity.

Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Individuals do not need DUNS number.

E. APPLICATION AND SUBMISSION INFORMATION

Application Deadline

Applications may be received on a rolling basis. The Selection Committee anticipates meeting in May, July and August or as proposals are received. Applications submitted early have a greater likelihood of consideration while funding is available, therefore applications are encouraged as soon as possible.

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement will not be considered.

Application Submission Process: All applications must be in English. Applicants should submit all application materials via email to KZ-PAS-Proposals@state.gov and **must** include the Funding Opportunity Title and Funding Opportunity Number in the subject line of the email.

Applications are accepted on a rolling basis. The Selection Committee intends to meet in May, July and August.

Proof of Submission

Applicants will receive an acknowledgement of receipt within a week of submission.

Technical Requirements

Address to Request Application Package

This Annual Program Statement (APS) document and any amendments can be found at www.grants.gov (search by Opportunity Number).

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

The following documents are required:

1. **Mandatory application forms:** Standard Forms 424 are available, along with guidance for completing these forms, at: <http://www.grants.gov/web/grants/forms.html> under the heading, “SF-424 Family.”
 - a. **SF-424** (*Application for Federal Assistance – Organizations*)
 - b. **SF-424I** (*Application for Federal Assistance – Individuals*)
 - c. **SF424A** (*Budget Information for Non-Construction programs*)
 - d. **Application Form**
 - e. **Budget Narrative**

**** Optional:** Applicants *may* also submit a 3-minute video pitch of their proposals. If you wish to include, please send a link to your video online.

2. **Summary Page:** Cover sheet stating the applicant name and organization, proposal date, project title, project period proposed start and end date, and brief purpose of the project.
3. **Proposal (12 pages maximum):** Applicants should use the **Application Form**.

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- a. **Introduction to the Organization or Individual Applying:** A description of past and present operations, showing ability to carry out the project, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
 - b. **Executive Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.
 - c. **Project Justification:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed project is needed
 - d. **Project Goals and Objectives:** The “goals” describe what the project is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
 - e. **Project Activities:** Describe the project activities and how they will help achieve the objectives.
 - f. **Proposed Project Schedule and Timeline:** The proposed timeline for the project activities. Include the dates, times, and locations of planned activities and events
 - g. **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the project. What proportion of their time will be used in support of this project?
 - h. **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees
 - i. **Project Monitoring and Evaluation Plan:** The Monitoring and Evaluation component of the proposal will outline in detail how the proposal’s activities will advance the program’s goals and objectives (listed above). A strong proposal will include:
 - i. Any outcomes the grantee expects to occur because of their program. Outcomes could include change in knowledge, awareness, and attitudes; improved quality of services; increased capacity at a school, group; etc. Proposals should also include how the grantee will know those outcomes are occurring (surveys, interviews, observations, etc.)
 1. For example: If the program expects that a teacher-training program will improve the skills of a teacher, a proposal may explain the skills the teacher would gain and plan to perform a pre and post survey that would show a change in understanding due to the program.
 - ii. A schedule of when grant activities will occur (such as participant selection, workshops, travel, lectures, trainings, etc.), and when the grantee will check the grant’s progress to know how it is performing. Results of those checks are expected to be reported in the quarterly reports.
 - iii. A plan to include the grantee’s reflection of how their program, as a whole, contributed to the program’s goals. As applicable, a strong final report would be supported by success stories, behaviors changed, lessons learned, and results obtained.
 - j. **Future Funding or Sustainability:** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.
4. **Budget Justification Narrative:** Applicants must submit a detailed budget and budget narrative justification utilizing the template provided. Line item expenditures should be listed in the greatest possible detail. Personnel salaries should define the percentage of time each position will allocate to the project and the rate of pay. Budgets shall be submitted in U.S. dollars and final grant agreements will be conducted in U.S. dollars.
 5. **Attachments:**
 - a. 1-page CV or resume of key personnel who are proposed for the project

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- b. Letters of support should be included for sub-awardees or other partners. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.
 - c. If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
 - d. Official permission letters, if required for project activities

Please note:

- 1. Other items **NOT** required/requested for submission, but which *may* be requested if your application is approved for funding include:
 - a. Copies of an organization or program audit within the last two (2) years
 - b. Copies of relevant human resources, financial, or procurement policies
 - c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization's capacity to manage a federal grant award overseas.
- 2. The Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

Applications are accepted **in English only**, and final grant agreements will be concluded in English.

Funding Restrictions

- 1. **Construction:** This award does not allow for construction activities or costs.
- 2. **Pre-award Costs:** Pre-award costs are not an allowable expense for this funding opportunity.
- 3. **Program Activities:** Activities that are not typically funded include, but are not limited to:
 - a. profit-generating projects;
 - b. scholarships to support educational opportunities or study for individuals*;
 - c. paying to complete activities begun with other funds;
 - d. financial support for fundraising or fund development projects;
 - e. projects that are inherently political in nature or that contain the appearance of partisanship/support to an individual or single party in electoral campaigns;
 - f. political party and lobbying activities;
 - g. projects that support specific religious activities; and,
 - h. microloans/microfinance projects, distribution of seed money for enterprises, and legal/land rights-focused programs are not allowable.

*Individuals interested in educational exchange or study opportunities in the United States should visit <https://kz.usembassy.gov/education-culture/> for more information on available programs.

F. REVIEW AND SELECTION PROCESS

Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

- **Quality and Feasibility of the Program Idea – 20 points:** The program idea should be well developed, with sufficient detail about how project activities will be carried out. The proposals

should demonstrate originality and outline clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.

- **Organizational Capacity and Record on Previous Grants – 10 points:**
 - The organization has expertise in the subject area and demonstrates the ability to perform the proposed activities.
 - The organization demonstrates capacity for successful planning and responsible fiscal management. This includes a financial management system and a bank account.
 - Applicants who have received grant funds previously have been compliant with applicable rules and regulations.
 - Where partners are described, the applicant details each partner's respective role and provides curriculum vitae (CVs) for persons responsible for the project and financial administration. Proposed personnel, institutional resources, and partners are adequate and appropriate
- **Project Planning/Ability to Achieve Objectives – 25 points:** The project plan is well developed, with sufficient detail about how activities will be carried out. The proposal specifies target audiences, participant recruitment, and geographic areas of implementation. The proposal outlines clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.
- **Budget – 20 points:** The budget and narrative justification are sufficiently detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.
- **Monitoring and Evaluation – 20 points:** Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal.
- **Sustainability – 5 points:** Project activities will continue to have positive impact after the end of the project.

G. FEDERAL AWARD ADMINISTRATION INFORMATION

Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring project expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

The Federal government is not obligated to make any Federal award as a result of the announcement. Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received. The U.S. government also reserves the right to make an award in excess of the award ceiling.

Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include: 2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of

State Standard Terms and Conditions, all of which are available at:
<https://www.state.gov/m/a/o/e/index.htm>

Reporting

Recipients are required to submit quarterly reports to program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 90 days after the close of the project period.

All reports are to be submitted electronically.

Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high-risk designation has been removed.

The Awardee must also provide the Embassy on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

H. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: KZ-PAS-Proposals@state.gov.

For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

To inquire about the process for obtaining a Negotiated Indirect Cost Rate Agreement (NICRA) contact Donald Hunter at HunterDS@state.gov.

I. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the project, and the percentage of their time that will be spent on the project.

Travel: Estimate the costs of travel and per diem for this project, for both program staff, consultants or speakers, and participants/beneficiaries. If the project involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the project, which has a useful life of more than one year (or a life longer than the duration of the project), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the project. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the project activities.

Other Direct Costs: Describe other costs directly associated with the project, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the project activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Branding Requirements: As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. Note: Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

Copyrights and Proprietary Information

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.